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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 24, 2002

MEMORANDUM

TO: State Board of Education

FROM: Thomas D. Watkins, Jr., Chairman

SUBJECT: Approval of Process and Criteria for Higher Education Institutions to Offer Specialty Programs of Advanced Study for a Michigan Teacher Certificate

Over the years, the SBE has approved 32 higher education institutions to prepare individuals for certification to teach in PK-12 schools. Approval of these institutions is granted following the completion of an application and board-approved review process during which compliance with established criteria is assessed by Department staff and other teacher educators.

In each case, the college or university applied for and was approved to offer a full spectrum of programs/courses and to recommend candidates for initial certification (Provisional teaching certificate), and advanced study for the Professional Education teaching certificate.

In response to nationwide interest in teacher quality, a new type of institutional applicant has emerged. These institutions are only interested in the professional development of teachers who are already certified. These institutions are committed to meeting content/specialty and other standards for certificate advance and renewal, only.

Currently, there is no process or criteria for the management of applications submitted by this type of institution. The attached process and criteria are an abridged version of those currently approved for use with colleges and universities that seek to become "full-scale teacher preparation institutions."

It is recommended that the State Board of Education approve the Process and Criteria for Higher Education Institutions to Offer Specialty Programs of Advanced Study for a Michigan Teacher Certificate, as described in the Superintendent's memorandum dated July 24, 2002.

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Process and Criteria for Higher Education Institutions to Offer Specialty Programs of Advanced Study for a Michigan Teacher Certificate

Purpose: The proposed process, including criteria for approval, is needed to authorize higher education institutions that are not approved to prepare teachers for initial certification (a Provisional teaching certificate), to offer programs of advanced study, and to submit recommendations for teacher certificate renewal and advancement to the Professional Education certificate.

Review Process: Because these institutions are not seeking approval to prepare teachers for initial certification (the Provisional teaching certificate) and only seek to prepare and recommend teachers for certificate renewal or advancement to the Professional Education teaching certificate, they will be reviewed initially for approval, and periodically, as follows:

Following the submission of an official application for approval of the institution to the Office of Professional Preparation Services (OPPS), staff of the Program Preparation and Continuing Education Unit will log in the application and check for all required documentation. A letter acknowledging receipt of the application will be forwarded to the institution, including the identification of any missing information/documentation. Only complete applications will be considered for review.

Information/documentation related to a certificate endorsement or other specialty program(s) to be offered for certified teachers will be reviewed for conformance with Board-approved standards (where applicable) for teacher preparation by content specialists or recognized experts in the program area.

Following the receipt of a complete application, information/documentation related to the authorization/charter, history/longevity, governance, function, organizational structure/capacity and plans for the development and maintenance of the program(s) for which approval is sought will be reviewed by consultant staff in the Program Preparation and Continuing Education Unit (OPPS).

Action/Documentation:

All applications must include the following items:

- 1 Submission of a letter of request for approval to the Office of Professional Preparation Services, including a declaration of intent and documentation of authorization to develop the identified program(s) of advanced study for certificate endorsement or other program(s) of study for professional development, in the form of Board of Control minutes, authorization for a budget, and other evidences of commitment of the institution.

2. Documentation of approval/authorization of the institution of higher education by the appropriate state agency in at least one state, including the unit/office, name, title and other information to contact for verification. (Note: Authorization is an alternative because some states do not have an approval category for private offerors of higher education but do not authorize the enterprise unless criteria of record-keeping, financial stability, etc. are met.)
3. Physical location of the institution or administrative office where financial, academic and other records are kept.
4. A description of the governance, structure, organizational chart and explanation of the relationship of education program(s) within institutions.
5. Evidence of regional accreditation status.
6. Evidence of approval to offer only a post-certification program in any state, if available.
7. Documentation of admission policies requiring a baccalaureate degree and valid teaching license for entry into the proposed program.
8. Documentation of institutional history/longevity and stringent long-term record-keeping capacity.
9. Evidence of adequate advising staff, including program faculty and administrative staff. In the case of on-line delivery plans, documentation of specific help-desk faculty and responsiveness to course and student problems.
10. Documentation of the capacity to develop and maintain specialty endorsement and other specialty areas (and programs for K-12 educators that are based on Michigan's standards, using faculty with appropriate credentials/academic and professional experience). Evidence of a statement in student handbook explaining that a Michigan endorsement to the certificate can only be granted after a full program is completed and the appropriate Michigan Test for Teacher Certification (MTTC) is passed or that a particular program does not result in an endorsement.
11. Documentation of the institution's non-discriminatory policies.
12. Evidence that the institution utilizes a variety of assessment instruments (MTTC pass rates for endorsements, feedback from specialty-area faculty, graduates, employers, etc.) to evaluate academic and professional competence of program candidates prior to graduation and/or recommendation for endorsement, certificate renewal or certificate advance. Evidence that the institution utilizes assessment data for the continuous improvement of the program(s).

Points of Clarification:

- The review of institutional documentation must be completed prior to the review of the program(s) to be offered.
 - Following initial approval, the institution/program will be reviewed on a 5-year cycle or when new or revised program standards involve additional review and approval.
 - Institutions/programs will be added to existing Michigan Department of Education documents/records, reports and other items and systems as appropriate in a timely and efficient manner.
 - Institutions will be informed of standards, rule changes, committees and task forces and technical assistance opportunities in the same manner as all teacher preparation institutions.
 - Institutions will be fully informed of Title II Higher Education accountability requirements; however, the passing rate on teacher tests may not be reported because these institutions are exclusively post-baccalaureate.
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